



USP&FO FOR NM
GPC NEWS

March 2007

GOVERNMENT PURCHASE CARD PROGRAM

BLUF: **USPFO GPC SOP 2-1 AND AR 715-xx** provides instructions and guidance on the proper use of the Government Purchase Card (GPC). Suggest you review these regulations to keep you from any misuse of the GPC which is subject to criminal, civil, UCMJ, administrative and disciplinary actions. The following are violations of policy indicators of possible fraud:

- (1) Repetitive buys from the same merchant
- (2) Lack of documentation for a purchase
- (3) Failure to safeguard cards and account numbers
- (4) Cardholders/Billing Official authorizing the use of their cards by others
- (5) Inadequate oversight by Billing Officials and agencies
- (6) Unauthorized purchases
- (7) Payments made for items not received
- (8) Split purchases to avoid spending limitations (\$2,500)
- (9) Lack of accounting for nonexpendable or sensitive items
- (10) Approving/Certifying billing statements through USBANK C.A.R.E. system incurring interest penalties

ATTENTION ALL BILLING OFFICIALS AND CARDHOLDERS:

Change22: Transformation from C.A.R.E. to AxOL (Access On-line) will take place in **July/August** time frame. Requirements to take the Access Online Web-Based Training (WBT), **Deadline will be nlt 15 April 2007.** *Do not wait until the last minute to complete this training.

GOVERNMENT PURCHASE CARD PROGRAM

BILLING OFFICIALS:

1. RECORD KEEPING INSPECTION ITEMS: Billing Statement, original receipts, LOA's, MFR's, You must keep records current for 6 years and 3 months.
2. If, you have LOA's make sure your cardholders purchase the authorized items allowed.
3. Contact the GPC Manager when you or your cardholders leave or transfer.

CARDHOLDERS:

1. RECORD KEEPING INSPECTION ITEMS: Billing statement, copy of receipts, LOA's, MFR's, You must keep records current for 3 years. You must keep a Spreadsheet or register of your purchases.
2. DO NOT CARRY YOUR GPC CARD IN YOUR WALLET... Secure your card in a locked cabinet or safe.
3. DO NOT USE THIRD PARTY MERCHANTS. Such as, "Pay-Pal" etc...

ATTENTION: The Billing approvals and certification is changed from 7 days to 5 days.

DID YOU KNOW THAT EVERY TIME YOU APPROVE AND CERTIFY YOUR ACCOUNTS ON TIME YOU GET A US BANK REBATE? Billing cycle end date + (CH +3 dys, BO +2 dys = 5 days)

DID YOU KNOW THAT EVERY TIME YOU ARE LATE IN APPROVING AND CERTIFYING YOU CAN CAUSE DELINQUENT PAYMENTS TO US BANK? CLOSING ALL CARDHOLDER ACCOUNTS FOR 7 DAYS AND ADDED INTEREST GOES AGAINST NMARNG BUDGETS.

Upcoming Events:

The next GPC Training Course for first time Billing Officials and Cardholders will be conducted at **0830 hrs, 21 March 2007** at the USP&FO Classroom. Attendees need contact GPC Manager before attending course for further instructions.

Site Visits by the GPC Manager have started. Surveillance Checklist Guidance will be utilized and appointments will be set-up between GPC Manager, Billing Official and Cardholder.

★**REMINDER:** Billing Officials and Cardholders who have not finished the DAU GPC Refresher Training have until 21 March to complete requirement. You know who you are.....

Point of Contact for additional information:

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**** Proper use of and conformance with GPC procedures is an item of performance evaluation on cardholders and billing officials NCOER/OER or Technician Performance Standards, whichever is applicable.**



